

**UNIVERSITY OF NEBRASKA
CONTRACT CHECKLIST
(FOR PURCHASE, SERVICE, LICENSED PROFESSIONAL SERVICES AND CONSTRUCTION AGREEMENTS)
UNFP 6.3.1.1.1**

#	INITIALS	DATE	✓	ITEM
1				BOR Agenda item or other documentation authorizing this contract is attached when DESIGN FEE >\$400,000: TOTAL PROJECT BUDGET => \$2,000,000.
2				Contract amount agrees with BOR approved budget.
3				This contract does not represent a change of project scope by University of Nebraska definition.
4				A foreign contractor/vendor or architect/engineer is domesticated (Certificate of Authority to do Business in the State of Nebraska).
5				A certified Board resolution evidencing individuals authorized to sign on behalf of the contractor/vendor or architect/engineer has been provided.
6				Current University of Nebraska Certificate of Insurance form or Accord Certificate of Liability Insurance form used. (Three original documents)
7				Certificates of Insurance signed by a Nebraska resident agent, including his/her title.
8				Original signature, title, and photo copy of license of signer included with each copy of Certificate of Insurance.
9				Limits of coverage meet or exceed recommended limits of coverage.
10				Expiration dates of insurance are after the date the agreement is to be executed by the University.
11				Verify to which policy excess coverage applies.
12				Ratings of insurance carriers are included with company name on certificate.
13			c	Builders Risk Insurance has been provided by (check one) Contractor: _____ University of Nebraska: _____
14			c	University Owner's Protective Bond used and properly prepared. (Blanks filled in properly.)
15			c	Bond amount equal to or in excess of the amount of the agreement.
16			c	Date of bond on or after date of the agreement.
17			c	Certificate of Authority for the Bonding Company to do business in the state of Nebraska.
18			c	Monetary limitations of the Power of Attorney are appropriate (no limit or greater than bond).
19			c	Date of certification of Power of Attorney is the same as the bond.
20			c	All required documents are included with the agreement and are properly executed (signed).
21			c	All three copies of the required documents are identical.
22			c	Parties are properly identified on the required documents (legal name).

Vice Chancellor for Business Affairs
or designee

Names/Titles/Initials

Date

General Counsel
or designee

Names/Titles/Initials

Date

Assistant Vice President & Director
of Facilities Planning & Management or designee

Names/Titles/Initials

Date

Name of Project/ Contractor _____

Campus Representative Name / Signature _____

Date / File Name: _____

C= Applies to Construction Contracts

Reference: Review of Bids and Contracts Procedures

Date: June 2002 Revised: April 11, 2003, April 23, 2004, September 15, 2004, January 9, 2007, March 2009, Revised: May 24, 2011, Revised: June 2, 2011